**System Specification**

**on**

**Data Management System**

**for**

**Buildings Energy Efficiency Ordinance**

**for**

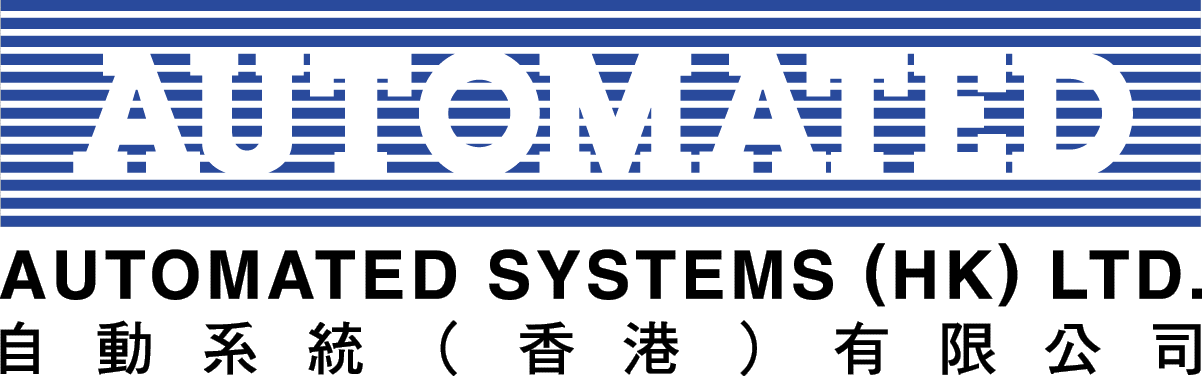
**Energy Efficiency Office**

**of**

**Electrical and Mechanical Services Department (EMSD)**



By



Version: 0.1

**July 2022**

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| --- | --- |
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| Date: | Date: |

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# Definition And Convention

## **Definition**

In this document, unless the context otherwise requires, the following expressions have the following meanings:

| **Term** | **Definition** |
| --- | --- |
| BEEO | Buildings Energy Efficiency Ordinance |
| WBRS | Web-based Registration Services for online application submission. |
| REA | Registered Energy Assessor |
| COCR | Certificate of Compliance Registration |
| FOC | Form of Compliance |

# Functional Specification

## **Function Summary**

The following naming convention is used for naming the functions:

This function list defines the functions to be provided by the required system.

Function ID = [Category] + [3-digit Sequence Number]

|  |  |
| --- | --- |
| **Category** | **Function** |
| ASS | Assignment of WBRS Records |
| SDM | Submission & Case Document Management |
| REA | Registered Energy Assessor |
| COCR | Certificate of Compliance Registration |
| FOC | Form of Compliance |

|  |  |  |
| --- | --- | --- |
| **Category** | **Function ID** | **Function Name** |
| ASS | ASS-001 | Search WBRS Records of COCR/FOC |
| ASS-002 | View WBRS Records of EE1 |
| ASS-003 | View WBRS Records of EE2 |
| ASS-004 | View WBRS Records of EE3 |
| ASS-005 | View WBRS Records of EE4 |
| ASS-006 | Search WBRS Records of REA |
| ASS-007 | View WBRS Records of REA1 |
| ASS-008 | View WBRS Records of REA3 |
| REA | REA-001 | Maintain REA Case |
| REA-002 | Genereate REA E-Licence |
| REA-003 | Maintain REA Registration |
| COCR | COCR-001 | Maintain COCR Case |
| COCR -002 | Genereate COCR E-Licence |
| COCR -003 | Maintain COCR Registration |

## **Function Definition**

### **Assignment of WBRS Records**

#### ASS-001 Search WBRS Records of COCR/FOC

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | ASS-001 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Search WBRS Records of COCR/FOC | | | |
| **Frequency** | **:** | (Min: 0 Avg: 1000 Max: 2000) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| This function allows user to search all WBRS records of EE1, EE2, EE3, EE4.  Related Path: [Assignment]>[Assign WBRS Record]   * User can use the [Status] dropdown to filter WBRS records. * User can see a list of WBRS record summary with below infomations.  |  |  | | --- | --- | | **Column** | **Description** | | Select to Assign | Checkbox to assign/cancel | | Submission Type | Options:   * EE1 * EE2 * EE3 * EE4 | | Application No. | Application Number generated from WBRS  Link to WBRS Record details page | | Building Name | Building Name | | Building Address | Building Address | | Receive Date | Receive Date | | Status | Options:   * PENDING * NEW * CONVERTED * CANCELLED | | Inspector | Inspector of the assignment | | Engineer | Engineer of the assignment |  * User can click on the specified row to view the WBRS record details. * User can filter records where [Status] = NEW, check the [Select to Assign] checkbox, select [Inspector] dropdown and [Engineer] dropdown and then click [Assign] button to complete the assignment, the [Status] of the record(s) will be updated from “NEW” to “CONVERTED”. * User can filter records where [Status] = “NEW”/”PENDING”, check the [Select to Assign] checkbox, input [Cancel Reason] and then click [Cancel] button to cancel the application, the [Status] of the record(s) will be updated from “NEW”/”PENDING” to “CANCELLED”. | | | | | |
| **Related Requirements:** | | | | | |
| REQ-3001 – COCR Case Maintenance | | | | | |

#### ASS-002 View WBRS Records of EE1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | ASS-002 | **Mode** | **:** | Online/Update |
| **Name** | **:** | View WBRS Records of EE1 | | | |
| **Frequency** | **:** | (Min: 0 Avg: 300 Max: 600) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| This function allows user to view the details of WBRS records of EE1.  Related Path: [Assignment]>[Assign WBRS Record]  User can click on the specified row to view the details of WBRS record with below informations   |  |  |  | | --- | --- | --- | | **WBRS - EE1 Record Details** | | | | **Field** | **Type** | **Details** | | Application No. | Textbox | WBRS Application Number | | Building Name (English) | Textbox |  | | Building Name (Chinese) | Textbox |  | | Cancel Reason | Textarea |  | | Address of Proposed Building | Label |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street | Label |  | | English | Textbox | Street English Name | | Chinese | Textbox | Street Chinese Name | | District | Textbox |  | | Area | Textbox |  | | Lot No. | Textbox |  | | Developer | | | | BEC Edition | Textbox |  | | Company Name (English) | Textbox |  | | Company Name (Chinese) | Textbox |  | | Salutation | Radio Button | Options:   * Mr. * Miss * Ms. | | Position | Textbox |  | | Name (English) | Textbox | Developer Name (English) | | Name (Chinese) | Textbox | Developer Name (Chinese) | | Correspondence Address | Label | Developer Correspondence Address | | Room/Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street (English) | Textbox | Street English Name | | District | Textbox |  | | Area | Textbox |  | | Telephone | Textbox |  | | Fax | Textbox |  | | Email | Textbox |  | | Registered Energy Assessor | | | | BEC Edition | Textbox |  | | Salutation | Radio Button | Options:   * Mr. * Miss * Ms. | | Name (English) | Textbox | REA English Name | | Name (Chinese) | Textbox | REA Chinese Name | | Correspondence Addresss | Label | REA Correspondence Addresss | | Room/Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street (English) | Textbox | Street English Name | | District | Textbox |  | | Area | Textbox |  | | Telephone | Textbox |  | | Fax | Textbox |  | | Email | Textbox |  | | Registration No. | Textbox | REA Registration No. | | Expiry Date | Textbox | Date format = dd/MM/yyyy | | Supplementary Information | | | | Type of Building | Checkbox List | Options:   * Commercial * Community * Hospital, clinic or rehabilitation center * Residential * Municipal * Composite (industrial & office) * Industrial * Government * Composite (commerical & residential) * Hotel and guesthouse * Railway station * Passenger terminal building of airport * Educational * Other composite use | | Other composite use | Textbox | Description of Other composite use | | Date of Declaration by REA | Textbox | Date format = dd/MM/yyyy | | Supersede Previous Form | Radio Button | Options:   * Yes * No | | Previous Submission No. | Textbox |  | | Date of Declaration by REA in Previous Form | Textbox |  | | Consent Building Work MapType | Radio Button | Options:   * plan * map | | Consent Issue Date | Textbox |  | | Consent Document No. Type | Radio Button | Options:   * Permit No. * Reference No. * Contract No. | | Consent Document No. | Textbox |  | | Commence Date Type | Radio Button | Options:   * Anticipated * Actual | | Commence Date | Textbox |  | | Occupation Date | Textbox |  | | Internal Floor Area(m^2) | Textbox |  | | Exemption Grant | Radio Button | Options:   * Yes * No | | Exemption Reference No. | Textbox |  | | Exemption Date | Textbox |  | | Exemption Installations | Textbox |  | | Checklist of Document Proof that must be submitted | Label |  | | Copy of consent to the commencement of building works | Checkbox |  | | Site location plan/ map \* in A3 size | Checkbox |  | | Responsible Person | Label |  | | Organization Name (English) | Textbox |  | | Organization Name (Chinese) | Textbox |  | | Name (English) | Textbox |  | | Name (Chinese) | Textbox |  | | Attachment | | | | Attachment | Grid | |  |  | | --- | --- | | **Name** | **Details** | | File Name | File full name | | Type | Options:   * Submission Form * Acknowledgement Letter / Memo * Request for Supplementary Information Letter / Memo * Checklist for general Checking * Inspection Notice * Detailed Compliance Checklist * Inspection Report * Improvement Notice * Others * S29 Letter * Reminder letters * COCR certificate * EA form | | Remark |  | | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-3001 – COCR Case Maintenance | | | | | |

#### ASS-003 View WBRS Records of EE2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | ASS-003 | **Mode** | **:** | Online/Update |
| **Name** | **:** | View WBRS Records of EE2 | | | |
| **Frequency** | **:** | (Min: 0 Avg: 300 Max: 600) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| This function allows user to view the details of WBRS records of EE2.  Related Path: [Assignment]>[Assign WBRS Record]  User can click on the specified row to view the details of WBRS record with below informations   |  |  |  | | --- | --- | --- | | **WBRS - EE2 Record Details** | | | | **Field** | **Type** | **Details** | | Application No. | Textbox | WBRS Application Number | | Building Name (English) | Textbox |  | | Building Name (Chinese) | Textbox |  | | Cancel Reason | Textarea |  | | Address of Building | Label |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street | Label |  | | English | Textbox | Street English Name | | Chinese | Textbox | Street Chinese Name | | District | Textbox |  | | Area | Textbox |  | | Lot No. | Textbox |  | | Developer | | | | BEC Edition | Textbox |  | | Company Name (English) | Textbox |  | | Company Name (Chinese) | Textbox |  | | Salutation | Radio Button | Options:   * Mr. * Miss * Ms. | | Position | Textbox |  | | Name (English) | Textbox | Developer Name (English) | | Name (Chinese) | Textbox | Developer Name (Chinese) | | Correspondence Address | Label | Developer Correspondence Address | | Room/Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street (English) | Textbox | Street English Name | | District | Textbox |  | | Area | Textbox |  | | Telephone | Textbox |  | | Fax | Textbox |  | | Email | Textbox |  | | Registered Energy Assessor | | | | Inspect Date | Textbox |  | | Salutation | Radio Button | Options:   * Mr. * Miss * Ms. | | Name (English) | Textbox | REA English Name | | Name (Chinese) | Textbox | REA Chinese Name | | Correspondence Addresss | Label | REA Correspondence Addresss | | Room/Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street (English) | Textbox | Street English Name | | District | Textbox |  | | Area | Textbox |  | | Telephone | Textbox |  | | Fax | Textbox |  | | Email | Textbox |  | | Registration No. | Textbox | REA Registration No. | | Expiry Date | Textbox |  | | Supplementary Information | | | | Type of Building | Checkbox List | Options:   * Commercial * Community * Hospital, clinic or rehabilitation center * Residential * Municipal * Composite (industrial & office) * Industrial * Government * Composite (commerical & residential) * Hotel and guesthouse * Railway station * Passenger terminal building of airport * Educational * Other composite use | | Other composite use | Textbox | Description of Other composite use | | Date of Declaration by REA | Textbox |  | | Supersede Previous Form | Radio Button | Options:   * Yes * No | | Previous Submission No. | Textbox |  | | Date of Declaration by REA in Previous Form | Textbox |  | | Technical Forms Enclosed | Label |  | | Form EE-EL | Radio Button | Options:   * Yes * NA | | Form EE-LG | Radio Button | Options:   * Yes * NA | | Form EE-AC | Radio Button | Options:   * Yes * NA | | Form EE-LE | Radio Button | Options:   * Yes * NA | | Form EE-PB | Radio Button | Options:   * Yes * NA | | Reference Number of Stage One Declaration | Textbox |  | | Issue Date of "occupation approval" | Textbox |  | | Reference No. of "occupation approval" | Textbox |  | | Total internal floor area of the building (m^2) | Textbox |  | | Exemption Grant | Radio Button | Options:   * Yes * No | | Exemption Reference No. | Textbox |  | | Exemption Date | Textbox |  | | Exemption Installations | Textarea |  | | Checklist of Document Proof that must be submitted | Label |  | | Copy of occupation approval | Checkbox |  | | Responsible Person | Label |  | | Organization Name (English) | Textbox |  | | Organization Name (Chinese) | Textbox |  | | Name (English) | Textbox |  | | Name (Chinese) | Textbox |  | | Attachment | | | | Attachment | Grid | |  |  | | --- | --- | | **Name** | **Details** | | File Name | File full name | | Type | Options:   * Submission Form * Acknowledgement Letter / Memo * Request for Supplementary Information Letter / Memo * Checklist for general Checking * Inspection Notice * Detailed Compliance Checklist * Inspection Report * Improvement Notice * Others * S29 Letter * Reminder letters * COCR certificate * EA form | | Remark |  | | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-3001 – COCR Case Maintenance | | | | | |

#### ASS-004 View WBRS Records of EE3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | ASS-004 | **Mode** | **:** | Online/Update |
| **Name** | **:** | View WBRS Records of EE3 | | | |
| **Frequency** | **:** | (Min: 0 Avg: 300 Max: 600) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| This function allows user to view the details of WBRS records of EE3.  Related Path: [Assignment]>[Assign WBRS Record]  User can click on the specified row to view the details of WBRS record with below informations   |  |  |  | | --- | --- | --- | | **WBRS – EE3 Record Details** | | | | **Field** | **Type** | **Details** | | Application No. | Textbox | WBRS Application Number | | Cancel Reason | Textarea |  | | Information of Building | | | | Building Name (English) | Textbox |  | | Building Name (Chinese) | Textbox |  | | Address of Building | Label |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street | Label |  | | English | Textbox | Street English Name | | Chinese | Textbox | Street Chinese Name | | District | Textbox |  | | Area | Textbox |  | | COCR Registration No. | Textbox |  | | Owner | | | | Name (English) | Textbox |  | | Name (Chinese) | Textbox |  | | Salutation | Radio Button | Options:   * Mr. * Miss * Ms. | | Representative Person | Label |  | | Position | Textbox |  | | Name (English) | Textbox | Representative Person Name (English) | | Name (Chinese) | Textbox | Representative Person Name (Chinese) | | Correspondence Address | Label | Representative Person Correspondence Address | | Room/Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street (English) | Textbox | Street English Name | | District | Textbox |  | | Area | Textbox |  | | Telephone | Textbox |  | | Fax | Textbox |  | | Email | Textbox |  | | Registered Energy Assessor | | | | BEC Edition | Textbox |  | | Inspect Date | Textbox |  | | Salutation | Radio Button | Options:   * Mr. * Miss * Ms. | | Name (English) | Textbox | REA English Name | | Name (Chinese) | Textbox | REA Chinese Name | | Correspondence Addresss | Label |  | | Room/Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street (English) | Textbox | Street English Name | | District | Textbox |  | | Area | Textbox |  | | Telephone | Textbox |  | | Fax | Textbox |  | | Email | Textbox |  | | Registration No. | Textbox | REA Registration No. | | Expiry Date | Textbox |  | | Supplementary Information | | | | Type of Building | Checkbox List | Options:   * Commercial * Community * Hospital, clinic or rehabilitation center * Residential * Municipal * Composite (industrial & office) * Industrial * Government * Composite (commerical & residential) * Hotel and guesthouse * Railway station * Passenger terminal building of airport * Educational * Other composite use | | Other composite use | Textbox | Description of Other composite use | | Date of Declaration by REA | Textbox |  | | Supersede Previous Form | Radio Button | Options:   * Yes * No | | Previous Submission No. | Textbox |  | | Date of Declaration by REA in Previous Form | Textbox |  | | Technical Forms Enclosed | Label |  | | Form EE-EL | Radio Button | Options:   * Yes * NA | | Form EE-LG | Radio Button | Options:   * Yes * NA | | Form EE-AC | Radio Button | Options:   * Yes * NA | | Form EE-LE | Radio Button | Options:   * Yes * NA | | Form EE-PB | Radio Button | Options:   * Yes * NA | | Registration | Grid | |  |  | | --- | --- | | **Name** | **Details** | | Registration No. |  | | Expiry Date |  | | | Form of Compliance | Grid | |  |  | | --- | --- | | **Name** | **Details** | | Location of Works |  | | Date of Issue |  | | Edition of Code of Practice applied (Year) |  | | Lighting | Display Y if Type = LG | | Air Conditioning | Display Y if Type = AC | | Electrical | Display Y if Type = EL | | Lift & Escalator | Display Y if Type = LE | | | Exemption Grant | Radio Button | Options:   * Yes * No | | Exemption Reference No. | Textbox |  | | Exemption Date | Textbox |  | | Exemption Installations | Textarea |  | | Responsible Person | Label |  | | Organization Name (English) | Textbox |  | | Organization Name (Chinese) | Textbox |  | | Name (English) | Textbox |  | | Name (Chinese) | Textbox |  | | Attachment | | | Textbox |  | | Attachment | Grid | |  |  | | --- | --- | | **Name** | **Details** | | File Name | File full name | | Type | Options:   * Submission Form * Acknowledgement Letter / Memo * Request for Supplementary Information Letter / Memo * Checklist for general Checking * Inspection Notice * Detailed Compliance Checklist * Inspection Report * Improvement Notice * Others * S29 Letter * Reminder letters * COCR certificate * EA form | | Remark |  | | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-3001 – COCR Case Maintenance | | | | | |

#### ASS-005 View WBRS Records of EE4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | ASS-005 | **Mode** | **:** | Online/Update |
| **Name** | **:** | View WBRS Records of EE4 | | | |
| **Frequency** | **:** | (Min: 0 Avg: 700 Max: 1400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| This function allows user to view the details of WBRS records of EE4.  Related Path: [Assignment]>[Assign WBRS Record]  User can click on the specified row to view the details of WBRS record with below informations   |  |  |  | | --- | --- | --- | | **WBRS – EE4 Record Details** | | | | **Field** | **Type** | **Details** | | Application No. | Textbox | WBRS Application Number | | Cancel Reason | Textarea |  | | Information of Building | | | | Building Name (English) | Textbox |  | | Building Name (Chinese) | Textbox |  | | Address of Building | Label |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street | Label |  | | English | Textbox | Street English Name | | Chinese | Textbox | Street Chinese Name | | District | Textbox |  | | Area | Textbox |  | | Information of Relevant Unit / Common Area | | | | Name (English) | Textbox |  | | Name (Chinese) | Textbox |  | | Location | Label |  | | Room/Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Other Description | Textbox |  | | Information of Responsible Person | | | | Type of Responsible Person | Checkbox | Options:   * Owner of the relevant common area * Owner of the relevant central building services installation * Tenant of the relevant unit * Occupier of the relevant unit * Owner of the relevant unit | | Name (English) | Textbox | Name of Responsible Person | | Name (Chinese) | Textbox | Name of Responsible Person | | Representative | Label |  | | Salutation | Radio Button | Options:   * Mr. * Miss   Ms. | | Name (English) | Textbox | Name of Representative Person | | Name (Chinese) | Textbox | Name of Representative Person | | Position | Textbox |  | | Correspondence Address | Label |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street | Label |  | | English | Textbox | Street English Name | | Chinese | Textbox | Street Chinese Name | | District | Textbox |  | | Area | Textbox |  | | Telephone | Textbox |  | | Fax | Textbox |  | | Email | Textbox |  | | Registered Energy Assessor | | | | BEC Edition | Textbox |  | | Inspect Date | Textbox |  | | Salutation | Radio Button | Options:   * Mr. * Miss * Ms. | | Name (English) | Textbox | REA English Name | | Name (Chinese) | Textbox | REA Chinese Name | | Correspondence Addresss | Label |  | | Room/Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Street No. | Label |  | | Start No. | Textbox | Street Start No. | | Alpha | Textbox | Street Start No. Alpha | | End No. | Textbox | Street End No. | | Alpha | Textbox | Street End No. Alpha | | Street (English) | Textbox | Street English Name | | District | Textbox |  | | Area | Textbox |  | | Telephone | Textbox |  | | Fax | Textbox |  | | Email | Textbox |  | | Registration No. | Textbox | REA Registration No. | | Expiry Date | Textbox |  | | Supplementary Information | | | | Type of Building | Checkbox List | Options:   * Commercial * Community * Hospital, clinic or rehabilitation center * Residential * Municipal * Composite (industrial & office) * Industrial * Government * Composite (commerical & residential) * Hotel and guesthouse * Railway station * Passenger terminal building of airport * Educational * Other composite use | | Other composite use | Textbox | Description of Other composite use | | Date of Declaration by REA | Textbox |  | | Supersede Previous Form | Radio Button | Options:   * Yes * No | | Previous Submission No. | Textbox |  | | Date of Declaration by REA in Previous Form | Textbox |  | | Technical Forms Enclosed | Label |  | | Form EE-EL | Radio Button | Options:   * Yes * NA | | Form EE-LG | Radio Button | Options:   * Yes * NA | | Form EE-AC | Radio Button | Options:   * Yes * NA | | Form EE-LE | Radio Button | Options:   * Yes * NA | | Form EE-PB | Radio Button | Options:   * Yes * NA | | Details of major retrofitting works | Grid | |  |  | | --- | --- | | **Name** | **Details** | | Location of Works |  | | Common Area | Display Y if is selected | | Unit | Display Y if is selected | | Area of Works (m^2) |  | | Lighting | Display Y if Type = LG | | Air Conditioning | Display Y if Type = AC | | Electrical | Display Y if Type = EL | | Lift & Escalator | Display Y if Type = LE | | Work Completion Date |  | | | Total Area of Works (m^2) | Textbox |  | | Exemption Grant | Radio Button | Options:   * Yes * No | | Exemption Reference No. | Textbox |  | | Exemption Date | Textbox |  | | Exemption Installations | Textarea |  | | Checklist of Document Proof that must be submitted | Label |  | | Copy of letter, e-mail or delivery note/receipt etc. to certify that the Form of Compliance has been sent to responsible person of the relevant building / units | Checkbox |  | | Copy of letter, e-mail or delivery note/receipt etc. to certify that the copy of Form of Compliance has been sent to the following administrator of the building concerned | Label |  | | Property Management Company | Checkbox |  | | Building Owner | Checkbox |  | | N/A | Checkbox |  | | Responsible Person | Label |  | | Organization Name (English) | Textbox |  | | Organization Name (Chinese) | Textbox |  | | Name (English) | Textbox |  | | Name (Chinese) | Textbox |  | | Attachment | | | Textbox |  | | Attachment | Grid | |  |  | | --- | --- | | **Name** | **Details** | | File Name | File full name | | Type | Options:   * Submission Form * Acknowledgement Letter / Memo * Request for Supplementary Information Letter / Memo * Checklist for general Checking * Inspection Notice * Detailed Compliance Checklist * Inspection Report * Improvement Notice * Others * S29 Letter * Reminder letters * COCR certificate * EA form | | Remark |  | | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-3001 – COCR Case Maintenance | | | | | |

#### ASS-006 Search WBRS Records of REA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | ASS-006 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Search WBRS Records of REA | | | |
| **Frequency** | **:** | (Min: 0 Avg: 200 Max: 400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| This function allows user to search all WBRS records of EA1, EA3.  Related Path: [Assignment]>[Assign REA WBRS Record]   * User can use the [Status] dropdown to filter WBRS records. * User can see a list of WBRS record summary with below infomations.  |  |  | | --- | --- | | **Column** | **Description** | | Select to Assign | Checkbox to assign/cancel | | Submission Type | Options:   * REA1 * REA3 | | Application No. | Application Number generated from WBRS  Link to WBRS Record details page | | Name | Applicant Name | | Registration No. | Registration No. | | Receive Date | Receive Date | | Status | Options:   * PENDING * NEW * CONVERTED * CANCELLED | | STO | STO of the assignment | | Engineer | Engineer of the assignment |  * User can click on the specified row to view the WBRS record details. * User can filter records where [Status] = NEW, check the [Select to Assign] checkbox, select [STO] dropdown and [Engineer] dropdown and then click [Assign] button to complete the assignment, the [Status] of the record(s) will be updated from “NEW” to “CONVERTED”. * User can filter records where [Status] = “NEW”/”PENDING”, check the [Select to Assign] checkbox, input [Cancel Reason] and then click [Cancel] button to cancel the application, the [Status] of the record(s) will be updated from “NEW”/”PENDING” to “CANCELLED”. | | | | | |
| **Related Requirements:** | | | | | |
| REQ-2001 – REA Case Maintenance | | | | | |

#### ASS-007 View WBRS Records of REA1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | ASS-007 | **Mode** | **:** | Online/Update |
| **Name** | **:** | View WBRS Records of REA1 | | | |
| **Frequency** | **:** | (Min: 0 Avg: 200 Max: 400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| This function allows user to view the details of WBRS records of REA1.  Related Path: [Assignment]>[Assign REA WBRS Record]  User can click on the specified row to view the details of WBRS record with below informations   |  |  |  | | --- | --- | --- | | **WBRS – REA1 Record Details** | | | | **Field** | **Type** | **Details** | | Application No. | Textbox | WBRS Application Number | | Receive Date | Textbox |  | | Application Type | Textbox |  | | Change of Particulars | Checkbox | Options:   * Name * Correspondence Address * Professional Qualification | | Registration No. | Textbox |  | | Expiry Date | Textbox |  | | Cancel Reason | Textarea |  | | Personal Details | | | | Name (English) | Textbox | Salutation + English Name | | Name (Chinese) | Textbox | Salutation + Chinese Name | | Date of Birth | Textbox |  | | HKID / Travel Document Number |  |  | | Correspondence Address | Label |  | | Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Start Street No. | Textbox |  | | Start Street Alpha | Textbox |  | | End Street No. | Textbox |  | | End Street Alpha | Textbox |  | | Street | Textbox |  | | District | Textbox |  | | Region | Textbox |  | | Contact Phone | Textbox |  | | Current Company Name | Textbox |  | | Current Company Address | Label |  | | Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Start Street No. | Textbox |  | | Start Street Alpha | Textbox |  | | End Street No. | Textbox |  | | End Street Alpha | Textbox |  | | Street | Textbox |  | | District | Textbox |  | | Region | Textbox |  | | Contact Phone | Textbox |  | | Current Company Name | Textbox |  | | Current Company Address | Label |  | | Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Start Street No. | Textbox |  | | Start Street Alpha | Textbox |  | | End Street No. | Textbox |  | | End Street Alpha | Textbox |  | | Street | Textbox |  | | District | Textbox |  | | Region | Textbox |  | | Current Position | Textbox |  | | Email Address | Textbox |  | | Telephonse No. (Office) | Textbox |  | | Fax No. | Textbox |  | | Professional Qualifications | | | | |  |  | | --- | --- | | **Name** | **Details** | | Date of Qualified /  Membership No. |  | | Professional Qualifications (Please tick in the appropiate box(s) | Checkbox Options:   * Registered professional engineer within the meaning of section 2(1) of the Engineers Registration Ordinance (Cap.409) * Corporate member of the Hong Kong Institution of Engineers (HKIE) * Equivalent qualification recognized by HKIE as being of a standard not lower than that of a corporate member of the Institution in any of these disciplines (please read the attached “Notes to Applicants” Item 2.1) * (Please state your professional membership of the relevant professional body based upon the reciprocal recognition agreements between the HKIE and the professional body ) * Other : (please read the attached “Notes to Applicant” Item 2.2) | | Discipline | Checkbox:   * BSS * ELL * ENV * MCL | | | | | Relevant Practical Experience | Label |  | |  | Grid | |  |  | | --- | --- | | **Name** | **Details** | | From (DD/MM/YY) |  | | To (DD/MM/YY) |  | | Position |  | | Company Name |  | | Description |  | | | Checklist of Supporting Documents | | | | (i) I attach documentary proof of relevant practical experience. | Checkbox |  | | (ii) I attach a photocopy of document to substantiate my professional qualifications and the qualified discipline. | Checkbox |  | | (iii) I attach a photocopy of the following documents to substantiate my application made under section 5(2) of the Buildings Energy Efficiency (Registered Energy Assessors) Regulation (Cap. 610B) | Checkbox | With description Textbox | | Declaration | | | | Applicable to new application /renewal application only | Label |  | | (i) I declare that I have the knowledge required for the performance of the duties and functions of a registered energy assessor under the Ordinance. | Checkbox |  | | (ii) I declare that I have / have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect. | Checkbox |  | | Applicable to all application | Label |  | | (iii) I declare that the information in this form and the entire document submitted in relation to my application for registration are true and correct. | Checkbox |  | | Attachment | | | Textbox |  | | Attachment | Grid | |  |  | | --- | --- | | **Name** | **Details** | | File Name | File full name | | Type | Options:   * Submission Form * Acknowledgement Letter / Memo * Request for Supplementary Information Letter / Memo * Checklist for general Checking * Inspection Notice * Detailed Compliance Checklist * Inspection Report * Improvement Notice * Others * S29 Letter * Reminder letters * COCR certificate * EA form | | Remark |  | | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-2001 – REA Case Maintenance | | | | | |

#### ASS-008 View WBRS Records of REA3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | ASS-008 | **Mode** | **:** | Online/Update |
| **Name** | **:** | View WBRS Records of REA3 | | | |
| **Frequency** | **:** | (Min: 0 Avg: 200 Max: 400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| This function allows user to view the details of WBRS records of REA3.  Related Path: [Assignment]>[Assign REA WBRS Record]  User can click on the specified row to view the details of WBRS record with below informations   |  |  |  | | --- | --- | --- | | **WBRS – REA3 Record Details** | | | | **Field** | **Type** | **Details** | | Application No. | Textbox | WBRS Application Number | | Receive Date | Textbox |  | | Application Type | Textbox |  | | Change of Particulars | Checkbox | Options:   * Name * Correspondence Address | | Registration No. | Textbox |  | | Cancel Reason | Textarea |  | | Personal Details | | | | Name (English) | Textbox | Salutation + English Name | | Name (Chinese) | Textbox | Salutation + Chinese Name | | Date of Birth | Textbox |  | | HKID | Textbox |  | | Correspondence Address | Label |  | | Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Start Street No. | Textbox |  | | Start Street Alpha | Textbox |  | | End Street No. | Textbox |  | | End Street Alpha | Textbox |  | | Street | Textbox |  | | District | Textbox |  | | Region | Textbox |  | | Contact Phone | Textbox |  | | Department Name | Textbox |  | | Office Address | Label |  | | Flat | Textbox |  | | Floor | Textbox |  | | Block | Textbox |  | | Building | Textbox |  | | Start Street No. | Textbox |  | | Start Street Alpha | Textbox |  | | End Street No. | Textbox |  | | End Street Alpha | Textbox |  | | Street | Textbox |  | | District | Textbox |  | | Region | Textbox |  | | Current Position | Textbox |  | | Email Address | Textbox |  | | Telephone No. (Office) | Textbox |  | | Fax No. | Textbox |  | | Declaration | | | | Applicable to new application only | Label |  | | (i) I declare that I have have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect. | Checkbox |  | | (ii) I declare that I have / have not been convicted in Hong Kong, or elsewhere, of any offence which, if committed by a registered energy assessor, may bring the profession of registered energy assessor into disrepute and sentenced to imprisonment, whether suspended or not and have not committed any misconduct or neglect in a professional respect. | Checkbox |  | | Applicable to all application | Label |  | | (iii) I declare that the information in this form and the entire document submitted in relation to my application for registration are true and correct. | Checkbox |  | | Nomination | | | | I, the undersigned, on behalf of the Department described in this Section, nominate and support the public officer described in Section A of this form to apply for registration as a Registered Energy Assessor according to the Buildings Energy Efficiency (Registered Energy Assessors) Regulation (Cap. 610B). | Label |  | | Full Name of Nominator | Textbox |  | | Rank (D1 or above) | Textbox |  | | Post | Textbox |  | | Name of Department | Textbox |  | | Contact No. | Textbox |  | | Attachment | | | Textbox |  | | Attachment | Grid | |  |  | | --- | --- | | **Name** | **Details** | | File Name | File full name | | Type | Options:   * Submission Form * Acknowledgement Letter / Memo * Request for Supplementary Information Letter / Memo * Checklist for general Checking * Inspection Notice * Detailed Compliance Checklist * Inspection Report * Improvement Notice * Others * S29 Letter * Reminder letters * COCR certificate * EA form | | Remark |  | | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-2001 – REA Case Maintenance | | | | | |

### **Registered Energy Assessor**

#### REA-001 Maintain REA Case

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | REA-001 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Maintain REA Case | | | |
| **Frequency** | **:** | (Min: 0 Avg: 200 Max: 400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| Related Path: [Search]>[Search Case (REA)]  Modify existing REA Case Detail page to facilitate e-licence generation, details as below   |  |  |  | | --- | --- | --- | | **Field** | **Action** | **Details** | | REA Reg. No. | Update | * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory * Add validation: When [Save] button click, if “Application Type” = “New” and “REA Reg. No.” already exist then show error message “REA Reg No. is Duplicated” * If “Application Type” = “Renew” / “Change of Particulars” then prefill value with Current Registered Energy Assessor Registration No. | | REA Name | Update | * Disabled | | Issue Date (dd/mm/yyyy) | Update | * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory * Add validation: When [Save] button click, if "Registered Date First (dd/mm/yyyy)" >= Issue Date then alert error message "Issue Date must be later than Registered Date First" | | Status | Update | * Label Color: Red * Add validation: When [Save] button click, check mandatory | | Registered Date First (dd/mm/yyyy) | Add | * Type: Datepicker * When create/update rea register, update corresponding value in rea register * Add validation: When [Save] button click, if is renew and "Registered Date First (dd/mm/yyyy)" is empty then show alert message | | Expiry Date (dd/mm/yyyy) | Add | * Type: Datepicker * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory | | Application No | Update | * Set value as WBRS application when create case from WBRS record | | Application Type | Update | * Disabled | | Name (surname first) English | Update | * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory | | Name (surname first) Chinese | Update | * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory | | Genereate Certificate | Add | * Type: Button * Display: when status = “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” / “CE Approved” And login = “HandlingOfficer” * Details refer to 2.2.2.2 Generete REA Elicence | | Draft Version | Add | * Type: Button * Display: when status = “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” / “CE Approved” And login = “HandlingOfficer” * Details refer to 2.2.2.2 Generete REA Elicence | | Create/Update Register | Add | * Type: Button * Display: when status = “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” / “CE Approved” And login = “HandlingOfficer” * Details refer to 2.2.2.3 Maintain REA Register | | Genereate Letter | Add | * Type: Button * Display: when status = “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” / “CE Approved” And login = “HandlingOfficer” And (SubmissionType = “Registration as General Officer” or SubmissionType = “Registration of Public Officer”) * Details refer to 2.2.2.4 Generete Approval Letter | | Upload Letter | Add | * Type: Button * Display: when status = “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” / “CE Approved” And login = “HandlingOfficer” And (SubmissionType = “Registration as General Officer” or SubmissionType = “Registration of Public Officer”) * Details refer to 2.2.2.4 Generete Approval Letter | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-2001 – REA Case Maintenance  REQ-2002 – REA Certificate Maintenance  REQ-2003 – REA e-licence Generation | | | | | |

#### REA-002 Genereate REA E-Licence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | REA-002 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Genereate REA E-Licence | | | |
| **Frequency** | **:** | (Min: 0 Avg: 200 Max: 400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| Related Path: [Search]>[Search Case (REA)]  Modify existing REA Case Detail page to provide e-licence generation function, details of [Genereate Certificate] and [Draft Version] button as below   |  |  | | --- | --- | | **Function** | **Details** | | Genereate Certificate | * If any available LEK in database, then assign the “REA Reg. No.” to one LEK, else retrieve LEK and corresponding QR code by E-Licence Core API * Call E-Licence Core API to create/update E-Licence data, details refer to E-Licence Core API Request Form (REA) * Generate a full version of REA Certificate in PDF format by a WORD template * Append Signature to the PDF file and save a copy to DMS share drive * User can download the PDF file when Click [Generate Certificate] button | | Draft Version | * Generate a draft version of REA Certificate in PDF format by a WORD template * save a copy to DMS share drive * User can download the PDF file when Click [Draft Version] button | | E-Payment | * Add “Pending for Payment”, “Payment Received” to REA1 case status * Call Payment API to start Payment proccess in WBRS * When user change status of REA1 case to "Pending for Payment", system will trigger this function automatically | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-1004 – Online Submitting the Reived Application  REQ-1005 – Facilitate Payment Workflow  REQ-2002 – REA Certificate Maintenance  REQ-2003 – REA e-licence Generation  REQ-5004 – Add Payment Status | | | | | |

#### REA-003 Maintain REA Registration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | REA-003 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Maintain REA Registration | | | |
| **Frequency** | **:** | (Min: 0 Avg: 200 Max: 400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| Related Path: [Search]>[Search REA Registor]  Modify existing REA Register page to facilitate e-licence generation function, details of [Create/Update Register] button as below   |  |  | | --- | --- | | **Function** | **Details** | | Create/Update Register | * Convert REA Case data to New/Existing REA Register * When user change status to "REA-Closed (Accepted)", system will trigger this function automatically |   Details of REA Register page as below   |  |  |  | | --- | --- | --- | | **Field** | **Action** | **Details** | | Case Number | Add | * Type: Textbox | | Registered Date First | Add | * Type: Datepicker | | Expiry Date First | Add | * Type: Datepicker | | Expired | Add | * Type: Checkbox * Disabled * Checked: If Today > “Expiry Date” | | Renewal | Add | * Type: Checkbox * Disabled * Checked: If “Registered Date First” has value | | Salutation | Add | * Type: Radio Button   Options:   * Mr. * Miss * Ms. | | Date of Birth | Add | * Type: Datepicker | | HKID | Add | * Type: Textbox | | Address | Add | * Type: Textbox | | Fax | Add | * Type: Textbox | | Company Name | Add | * Type: Textbox | | Company Post | Add | * Type: Textbox | | CompanyAddress | Add | * Type: Textbox | | Office Tel | Add | * Type: Textbox | | REA Certificate | Link | * Retrive full and draft version of REA Certificate from share drive | | Letter | Link | * Retrive REA Certificate Letter from share drive | | WBRS Application: | Link | * download WBRS PDF * View WBRS Record | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-2002 – REA Certificate Maintenance  REQ-2003 – REA e-licence Generation | | | | | |

#### REA-004 Generate Approval Letter

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | REA-004 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Generate Approval Letter | | | |
| **Frequency** | **:** | (Min: 0 Avg: 200 Max: 400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| Related Path: [Search]>[Search Case (REA)]  Modify existing REA Register page to facilitate Approval Letter generation function, details of [Create/Update Letter] button as below   |  |  | | --- | --- | | **Function** | **Details** | | Genereate Letter | * If APPLICATION\_TYPE = "NEW" Or APPLICATION\_TYPE = "RENEW" Generate the following template letter DOCx file      * If APPLICATION\_TYPE = "CHANGE" And Name Selected Generate the following template letter DOCx file      * If APPLICATION\_TYPE = "CHANGE" And Correspondence Address Selected Generate the following template letter DOCx file      * If APPLICATION\_TYPE = "CHANGE" And Professional Qualification Selected Generate the following template letter DOCx file      * If APPLICATION\_TYPE = "CHANGE" and Name/Correspondence Address/Professional Qualification, If the selected number is greater than one, zip will be downloaded | | Upload Letter | * Overwrite the PDF generated by generate letter | | | | | | |
| **Related Requirements:** | | | | | |
| REA-001 Maintain REA Case | | | | | |

### **Certificate of Compliance Registration**

#### COCR-001 Maintain COCR Case

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | COCR-001 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Maintain COCR Case | | | |
| **Frequency** | **:** | (Min: 0 Avg: 300 Max: 600) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| Related Path: [Search]>[Search Case (EA/FOC/COCR/INSP)]  Modify existing COCR Case Detail page to facilitate e-licence generation, details as below   |  |  |  | | --- | --- | --- | | **Field** | **Action** | **Details** | | BEC Edition | Update | * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory | | COCR Issue Date(dd/mm/yyyy) | Update | * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory | | COCR Expiry Date(dd/mm/yyyy) | Update | * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory | | COCR Cert Number | Update | * Label Color: Red * Add validation: When [Generate Certificate] button click, check mandatory | | Genereate Certificate | Add | * Type: Button * Display: when status = “COCR Registry Issued” / “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” * Details refer to 2.2.3.2 Generete COCR Elicence | | Create/Update Register | Add | * Type: Button * Display: when status = “COCR Registry Issued” / “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” * Details refer to 2.2.3.3 Maintain COCR Register | | Genereate Letter | Add | * Type: Button * Display: when status = “COCR Registry Issued” / “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” and SubmissionType = “Stage Two Declaration”/” COCR Renew” * Details refer to 2.2.3.4 Generete Approval Letter | | Upload Letter | Add | * Type: Button * Display: when status = “COCR Registry Issued” / “Pending for CE Confirmation” / “Pending for Payment” / “Payment Received” and SubmissionType = “Stage Two Declaration”/” COCR Renew” * Details refer to 2.2.3.4 Generete Approval Letter | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-3001 – COCR Case Maintenance  REQ-3002 – COCR Certificate Maintenance  REQ-3003 – COCR e-licence Generation | | | | | |

#### COCR-002 Genereate COCR E-Licence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | COCR-002 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Genereate COCR E-Licence | | | |
| **Frequency** | **:** | (Min: 0 Avg: 300 Max: 600) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| Related Path: [Search]>[Search Case (EA/FOC/COCR/INSP)]  Modify existing REA Case Detail page to provide e-licence generation function, details of [Genereate Certificate] and [Draft Version] button as below   |  |  | | --- | --- | | **Function** | **Details** | | Genereate Certificate | * If any available LEK in database, then assign the “REA Reg. No.” to one LEK, else retrieve LEK and corresponding QR code by E-Licence Core API * Call E-Licence Core API to create/update E-Licence data, details refer to E-Licence Core API Request Form (COCR) * Generate a full version of COCR Certificate in PDF format by a WORD template * Append Signature to the PDF file and save a copy to DMS share drive * User can download the PDF file when Click [Generate Certificate] button | | E-Payment | * Add “Pending for Payment”, “Payment Received” to COCR Stage Two case status * Call Payment API to start Payment proccess in WBRS * When user change status to "Pending for Payment", system will trigger this function automatically | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-1004 – Online Submitting the Reived Application  REQ-1005 – Facilitate Payment Workflow  REQ-3002 – COCR Certificate Maintenance  REQ-3003 – COCR e-licence Generation  REQ-5004 – Add Payment Status | | | | | |

#### COCR-003 Maintain COCR Registration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | COCR-003 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Maintain COCR Registration | | | |
| **Frequency** | **:** | (Min: 0 Avg: 300 Max: 600) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| Related Path: [Search]>[Search COCR Registry]  Add new COCR Registry page to facilitate e-licence generation function, this page store issued COCR Stage Two data  Details of [Create/Update Register] button as below   |  |  | | --- | --- | | **Function** | **Details** | | Create/Update Register | * Convert COCR Stage Two Case data to New/Existing REA Register * When user change COCR Stage Two Case status to "COCR-Closed (Accepted)", system will trigger this function automatically |   Details of COCR Registry page as below   |  |  |  |  | | --- | --- | --- | --- | | **Field** | **Type** | **Value** | **Details** | | File No. | Textbox | Case Number | * Disabled | | Record ID | Textbox | Submission ID | * Disabled | | Cert Number | Textbox | COCR Cert Number | * Disabled | | BEC Edition | Textbox | BEC Edition |  | | Issue Date | Datepicker | COCR Issue Date |  | | Renewal | Checkbox | Checked: if submission type = EE3 | * Disabled | | Expiry Date | Datepicker | COCR Expiry Date |  | | Expired | Checkbox | Checked: if Today > COCR Expiry Date | * Disabled | | Subject Engineer | Textbox | Subject Engineer |  | | Status | Dropdown | Options:   * Enable * Disable |  | | English Building Address | Textbox | English Building Name + “,” + Start No. + Start No. Alpha + “-“ + End No. + End No. Alpha + Engilsh Street Name + Lot. No. + “,” + District + “,” + Area | * Disabled * Retreive data from Building Master | | Chinese Building Address | Textbox | Chinese Street Name + Start No. + Start No. Alpha + “-“ + End No. + End No. Alpha + “號” + Lot. No. + Chinese Building Name | * Disabled * Retreive data from Building Master | | REA Reg. No. | Textbox | REA Reg. No. | * Disabled | | REA Name | Textbox | REA English Name | * Disabled * Retreive data from REA Register | | COCR Cert | Link | COCR Cert File |  | | Letter | Link | Retrive COCR Certificate Letter from share drive |  | | WBRS Application: | Link | View WBRS Record |  | | | | | | |
| **Related Requirements:** | | | | | |
| REQ-3002 – COCR Certificate Maintenance  REQ-3003 – COCR e-licence Generation | | | | | |

#### COCR-004 Generate Approval Letter

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function ID** | **:** | COCR-004 | **Mode** | **:** | Online/Update |
| **Name** | **:** | Generate Approval Letter | | | |
| **Frequency** | **:** | (Min: 0 Avg: 200 Max: 400) | **Period** | **:** | Yearly |
| **Description:** | | | | | |
| Related Path: [Search]>[Search Case (EA/FOC/COCR/INSP)]  Modify existing Cocr Register page to facilitate Approval Letter generation function, details of [Create/Update Letter] button as below   |  |  | | --- | --- | | **Function** | **Details** | | Genereate Letter | * If SubmissionType = “Stage Two Declaration”/” COCR Renew” Generate the following template letter DOCx file | | Upload Letter | * Overwrite the PDF generated by generate letter | | | | | | |
| **Related Requirements:** | | | | | |
| *COCR-001 Maintain COCR Case* | | | | | |

# E-Notification

## **Batch Jobs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Name** | **Description** | **Schedule** | **Related** **Requirements** |
| SendElicenceEmail | After “Payment Received Date” + N days(Configurable), send email with E-Licence as attachment to applicant and inform related parties | TBC | REQ-2003 – REA e-licence Generation  REQ-3003 – COCR e-licence Generation  REQ-5004 – Add Payment Status |

# E-Tracking

The following status is used for E-Tracking

|  |  |
| --- | --- |
| **Status** | **Description** |
| Submitted | Application submitted to the system |
| Acknowledged / In progress | EMSD received the application and start processing |
| Approved | Application approved |
| Rejected | Application rejected |
| Withdrawn | Application withdraws by applicant |
| Under Clarification | Clarification issued by EMSD and awaiting applicant response |

When REA and COCR case status changed in DMS, update corresponding application in WBRS as below

|  |  |
| --- | --- |
| **Case Changed in DMS** | **Actions** |
| WBRS record status changes to “Cancelled” | Update WBRS Application Status = “Rejected” |
| WBRS record status changes to “Converted” | Update WBRS Application Status = “Acknowledged / In progress” |
| TBC |  |

- End of Document -